C.No. 1629538

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

GV/WV & VS/WS Department–Village/Ward Secretariats – Coordination among the Functionaries and Line Departments- Nomination of Nodal Officers / Special Officers / Supervisory Officers by the District Collectors - Convening the Monthly Review Meetings and to resolve the Issues related to Village/Ward Secretariats for its effective Functioning – Certain Instructions-Issued.

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DEPARTMENT OF GRAM VOLUNTEERS / WARD VOLUNTEERS & VILLAGE SECRETARIATS / WARD SECRETARIATS

G.O.Ms.No.2 **Dated: 23/02/2022.**

Read the following:

Ref:- 1. G.O.Ms.No. 104 PR&RD(MDL-I) Dept ., Dt:22-06-2019.
2. G.O.Ms.No. 201 MA&UD (UBS) Dept., Dt: 23-06-2019.
3. G.O.Ms.No. 110 PR&RD Dept., Dt:19-07-2019.
4. G.O.Ms.No. 217 MA&UD (UBS) Dept. , Dt:20-07-2019.
5. G.O.Ms. No. 156 GAD (Cabinet-II) Dept. , Dt:21-12-2019.
6. G.O.Ms. No. 33, GAD (Cabinet-II) Dept., Dt:13-04-2020.
7. Instructions of the Hon'ble Chief Minister during the GVWV&VSWS Department review meeting held on 27.01.2022.
8. From the Director, GV/WV & VS/WS, Vijayawada e-File.No.GWS01-COOR/7/2022-GWS,dt.03.02.2022 (Computer.No.1630524).

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ORDER:

The Government of Andhra Pradesh has embarked on the journey of meeting the objective of Gram Swaraj or village self-rule, envisaged by Father of the Nation – Mahatma Gandhi under the leadership of Hon'ble Chief Minister.

2. The aim of the Government is to extend all welfare schemes and its benefits to all eligible beneficiaries on saturation basis irrespective of Caste, Creed, Religion, Region, Gender and Political Affiliation and to redress citizen grievances at Secretariat level itself. On these lines, the Government had established innovative governance mechanisms to support service delivery transformation by strengthening 3rd Tier of Administration.

3. In the references 1st & 2nd read above, the Government has introduced the Gram Volunteers & Ward Volunteers system in August 2019 to deliver the Welfare Schemes and services meticulously at the doorsteps of its citizens with strict adherence to quality and timelines. In the references 3rd & 4th read above, the Government have established 15,004 Secretariats serving 13,000+ Grama Panchayats and 125+ ULBs across the State. For every ~2000 population in Rural Areas and ~4000 population in Urban Areas, a Village Secretariat and Ward Secretariat were established respectively to deliver the Welfare benefits and Government schemes to the citizens at their doorsteps.

4. Every Village Secretariat has around (11) Functionaries from multiple Departments such as PR & RD, Social Welfare, Revenue, Agriculture & Allied, Animal Husbandry, Dairy Development and Fisheries, Home, Energy, Health and (10) functionaries in Ward Secretariats in Urban Areas from various Departments such as MA & UD, Home, Energy,

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Health and Revenue. A Gram Volunteer is assigned for around (50) households in Rural Areas and a Ward Volunteer has been assigned for 70-100 households in Urban Areas. It is acting as a bridge between the Village/Ward Secretariats and citizens for timely delivery of services, as per the SLAs prescribed by the Respective Departments / Government.

5. Accordingly, the following functionaries were appointed in the Village Secretariat/Ward Secretariat from various Departments:

Village Secretariat Functionaries [11]	Line Department
Panchayat Secretary	PR&RD
Digital Assistant	PR&RD
Engineering Assistant	PR&RD
Welfare & Education Assistant	All Welfare Departments
Survey Assistant	Revenue
Agriculture/Horticulture/Sericulture Assistant	Agriculture & Cooperation
Veterinary/Fisheries Assistant	Animal Husbandry, Dairy Development and Fisheries
Grama Mahila Police	WCDA & SC and Home
Energy Assistant	Energy
ANM	Health
Village Revenue Officer	Revenue

Ward Secretariat Functionaries [10]	Line Department
Ward Administrative Secretary	MAUD
Ward Education and Data Processing Secretary	MAUD
Ward Amenities Secretary	MAUD
Ward Welfare and Development Secretary	MAUD
Ward Planning and Regulation Secretary	MAUD
Mahila Police and Women & Child Welfare Secretary	Home and WCDA & SC
Energy Secretary	Energy
Health Secretary	Health
Ward Revenue Secretary	Revenue
Ward Sanitation and Environment Secretary	MAUD

6. As part of IT and hardware-related infrastructure, GVWV & VSWS Department has provided the Village/Ward Secretariat with 2 Desktops, 1 UPS, 1 Multifunctional Printer, 1 Laminating Machine, 1 IRIS Reader, 1 Finger-print scanner. The Department has provided each Grama/Ward Volunteer with 1 Smart Mobile, 4G SIM and each Mahila Police with 1 Smart Phone with a 4G SIM and 4G SIM to the Welfare & Education Assistants / Ward Welfare & Development Secretaries. In addition to the mentioned IT and hardware infrastructure, each village/ward Secretariat is provided essentials for day-to-day activities such as High-Security Stationery, Lamination Pouches and other stationery items.

7. Government have noticed that better coordination is required amongst various Departments at the Village / Ward Secretariats.

8. In the reference 7th cited, the Hon'ble Chief Minister has issued certain directions during the GVWV&VSWS Departmental review meeting held on 27.01.2022 to convene Coordination Meetings duly nominating Nodal Officers / Special Officers / Supervisory Officers by the District Collectors and to convene the Monthly Review Meetings and to resolve the Issues for effective Functioning of Village/Ward Secretariats.

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9. After careful examination, it is hereby decided to provide proper guidance, training to the employees and to increase the bondage between them. An effective coordination system shall be established so that the objective of the Village/Ward Secretariat system is realized and the following instructions are issued:

a. The District Collectors shall nominate the Nodal Officers at Secretariat level, Special Officers at Mandal / ULB Level and Supervisory Officers at Divisional Level among the Officers available at Mandal / ULB Level & District Level and to ensure the coordination among the multiple Departments is in place as subsequently to provide timely guidance to the Village/Ward Secretariat Functionaries for effective functioning.

b. The District Collector shall nominate the Nodal Officers for 2-3 Village/Ward Secretariats from the Mandal Level Line Department Officials from Agriculture, Horticulture, Sericulture, Revenue, PR & RD, MA & UD, Social Welfare, Tribal Welfare, BC & Minorities Welfare, Animal Husbandry, Civil Supplies etc.,

c. The District Collector shall nominate the Special Officers for each Mandal / ULB from the District Level Officers of the Line Departments such as Agriculture, Horticulture, Sericulture, Revenue, PR & RD, MA & UD, Social Welfare, Tribal Welfare, BC & Minorities Welfare, Animal Husbandry, Civil Supplies.

d. The District Collector shall nominate the Joint Collectors (Revenue, VWS&D/ Aasara & Welfare, Housing) as Divisional Level Supervisory Officers.

e. The Nodal Officers of Village/Ward Secretariats shall visit each Village/Ward Secretariat assigned to them during the 1st week of every month and to convene review meetings with the Functionaries and Grama / Ward Volunteers and to resolve all the issues related to infrastructure & stationery provided, employees, remittance of service charges, general maintenance, drinking water supply, hygienic conditions, SPANDANA Attendance, Biometric attendance of Volunteers & Functionary and delivery of services etc.,

f. The Mandal / ULB Level Special Officers shall convene the review meetings with Village/Ward Secretariats Nodal Officers during 2nd week of every month and to resolve all issues related to Village/Ward Secretariats, Functionaries and Gram / Ward Volunteers.

g. The Divisional Level Supervisory Officers i.e., Joint Collectors (Revenue, VWS&D/ Aasara & Welfare, Housing) shall convene the review meetings with Mandal / ULB Level Special Officers during the 3rd week of every month and to address all the issues for effective functioning of all Village/Ward Secretariats.

h. The District Collectors shall convene the review meeting with all Divisional Level Supervisory Officers and Mandal / ULB Level Special Officers during the 4th Week of every month and to resolve all issues related to Village/Ward Secretariats, Functionaries & Gram /Ward Volunteers. Further, they are directed to take all the measures for effective functioning of Village/Ward Secretariats.

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i. The GVWV&VSWS Department shall convene the review meeting with all the Line Departments under the Chairman ship of the Chief Secretary to Government and to issue required necessary guidelines for effective coordination among the functionaries / Line Departments at Village/Ward Secretariats, Mandal / Urban, Divisional and District level.

j. Whenever any Department desires to utilize the services of Gram / Ward Volunteers and Functionaries of Village/Ward Secretariats other than their own department functionaries, the files shall be routed through GVWV&VSWS Department.

k. The Director, GVWV&VSWS Department shall enable module to capture the data for the Meetings convened by Village/Ward Secretariat's Nodal Officers, Mandal / ULB Special Officers, Divisional Level Supervisory Officers and District Collectors.

11. The District Collectors and the Director GVWV&VSWS, Vijayawada shall take necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH).

AJAY JAIN
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To
The Director, GVWV&VS/WS, A.P., Vijayawada.
All the District Collectors in the state
All the Joint Collectors (VWS&D) in the state.
All the Municipal Commissioners in the state
All the MPDOs in the state.

Copy to:
1. The Special Chief Secretaries/ Principal Secretaries/ Secretaries of all line Departments.
2. The HoDs of all line Departments.
3. The EA to Chief Secretary to Govt., A.P., Secretariat, Velagapudi.
4. The P.S to Hon'ble Minister, MA&UD Department.
5. The P.S to Hon'ble Minister, PR&RD Department.
6. The Spl. Chief Secy. to Government, Dept., GV/WV&VS/WS, A.P. Secretariat.
7. The Spl.Secy.to Government, Dept., GV/WV&VS/WS, A.P. Secretariat.
8. The Addl. Secretary. to Government, Dept., GV/WV&VS/WS, A.P. Secretariat.

Sf/Sc.

//FORWARDED BY ORDER//

S. Mary Ratnamani
SECTION OFFICER